



2850 East Speedway Boulevard
Tucson, Arizona 85716
(520) 514-PURE (7873)
www.pureaesthetics.edu
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DISCLAIMER

The purpose of this catalog is to inform and enforce the rules and policies of this institution to each student enrolled, with no matter to race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability or status as a U.S. veteran. All students are required to read and understand the rules and regulations set forth by Pure Aesthetics, LLC and the Arizona State Board of Cosmetology. The rules and policies presented in this catalog will be enforced at all times by Pure Aesthetics staff.

Pure Aesthetics, LLC (hereinafter referred to as Pure Aesthetics) reserves the right to change, modify, delete or add to this catalog at any time. Changes will be followed by a posted memo and will occur only as needed.

PURE AESTHETICS VISION

Pure Aesthetics is a skincare school committed to educating and broadening the perspectives of its students. Drawing from both Eastern and Western modalities, our programs emphasize healthful lifestyles, the interdependence of health and beauty, and ecological responsibility. We believe a healthy body and mind are essential to healthy, beautiful skin. Our approach teaches students to enhance their personal well being which in turn gives them a greater depth of knowledge to use in their professional careers.

MISSION STATEMENT

Pure Aesthetics Natural Skincare School provides a high quality skincare education based upon a unique, integrated wellness approach. Our students learn the latest trends and techniques along with basic skills in a spa-like setting from accomplished professionals with practical experience within the industry. Offered in a positive and creative atmosphere, the training encourages personal growth and produces qualified, employment-ready graduates.

SCHOOL HISTORY

Pure Aesthetics opened in November 2006 and by March 2007, had its first graduating class. Our original building was designed with an environmentally friendly mind. It was retrofitted using natural building materials such as recycled cork flooring, non-VOC (volatile organic compounds) paint, and a handmade bamboo reception desk. Over the next several years Pure Aesthetics continued to grow producing highly qualified employment-ready aestheticians. Student enrollment began to increase, guests were returning for all their spa needs and bringing their friends. Before we knew it we had outgrown our school.

We were incredibly excited to open our brand new facility in January 2016. The new location is in a high traffic area, which has greatly improved visibility and walk-in clientele, for both spa services and potential students. The lobby area is bright and welcoming with floor to ceiling windows. As you walk into our school you will notice the clean and professional setup we achieved through modern white furniture accented with bright color pops.

Perhaps our most exciting upgrade is the addition of separate classrooms, one for theory and written testing and one for practical application. In the practical application room students get hands on training before accepting outside guests in the spa. In addition to the separate rooms for instruction, there are now six private treatment rooms. Each room is fully equipped with supplies the students may need to perform treatments like professionals. Soft, relaxing music and lights with dimming capabilities provide guests with a true spa experience.

OBJECTIVES

- o Provide comprehensive training in the study of aesthetics
- o Introduce natural approaches to skincare and beauty
- o Encourage personal and professional growth
- o Create a respectful and enjoyable environment in which to learn and develop
- o Prepare students for the Arizona State Board of Cosmetology licensing examinations for aesthetics and aesthetics instruction
- o Produce graduates qualified to work in the salon, spa, medical, and retail industries, or in the case of aesthetics instructors, in an educational capacity

LOCATION AND FACILITY

Pure Aesthetics is centrally located in Tucson, Arizona near a convenient city bus stop. The 5100-square-foot facility faces the beautiful Catalina Mountains. This tranquil learning environment includes a theory classroom, a practical classroom, both a book and video library, a retail area, and a professionally equipped spa-like clinic with state-of-the-art equipment and private treatment rooms.

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REQUIRED EQUIPMENT

Pure Aesthetics hereby states that this establishment has the equipment required by statute and rule for the school as set forth by the Arizona State Board of Cosmetology. The school is well supplied with audio-visual equipment, massage tables, visual aids, and projection equipment for educational purposes. Aesthetics equipment includes but is not limited to 15 steamers, 5 medical grade microdermabrasion machines, 1 LED light therapy machine, 9 hot towel cabinets, 2 herbal wrap roasters, 1 galvanic machine, 1 ultrasonic skin scrubber, 2 microcurrent machines, 9 high-frequency wands and 4 UV sanitizers.

We ask that students treat equipment as if it were their own. Please operate equipment with care and inform a staff member immediately if equipment fails to work properly.

OWNERSHIP

KAELEN H. JOHNSON - FOUNDER, OWNER, & DIRECTOR OF EDUCATION

Kaelen has worked in the health and medical spa industry since 1993 with almost 15 years at Canyon Ranch Spa and more than 5 years at Loews Ventana Canyon Resort Spa providing a wide variety of services like herbal wraps, facials, laser hair removal and makeup. She was also an educator for Essensa, an exclusive line of organic skincare products and completed an apprenticeship with Bliss Spa in New York City. Kaelen holds aesthetics licenses in Arizona and New York and her aesthetics instructor license here in Arizona. Kaelen has presented at national industry conferences and written for industry trade publications. Since the beginning of her aesthetics career, Kaelen has had a passion for aesthetics and truly natural products. In 2014, at the end of an unsuccessful search for a product line whose beliefs matched her own, Kaelen decided to make her dream a reality and Kaelen Harwell Organic Skincare was born. To compliment her product line, help spread her passion for ecological responsibility and fill the need for a quality aesthetics school in Tucson, Kaelen opened Pure Aesthetics.

ADMINISTRATION, STAFF AND FACULTY

SARAH HOSEA – DIRECTOR OF FINANCIAL AID

Sarah has worked in postsecondary education in both Financial Aid and Student Services since 2005 and was promoted to Director in 2014. Since arriving at Pure Aesthetics, she has become dedicated to not only using but recommending natural skincare products. Sarah is our resident financial aid expert and refers to herself as a “numbers nerd”. She enjoys kickball, camping, reading and seeing our students achieve success in their chosen careers. Sarah also volunteers for the United Way VITA (Volunteer Income Tax Assistance) program.

JAE SUTHERLAND – ADMISSIONS ADVISOR/OFFICE MANAGER

Jae enjoys helping students find their ideal career path as our admissions advisor. She guides prospective students through the admissions process, continues her support through their education and after licensure. In addition to helping students enroll at Pure Aesthetics she teaches an invaluable resume-writing course to help prepare students for interviews in the field of aesthetics. She is passionate about seeing students achieve future success. Jae’s educational background is in Psychology and Women’s Studies. In her spare time, she is a freelance photographer and shot many of the staff photos on our website.

SHELYSE ROBERTS – PLACEMENT COORDINATOR

Shelyse strives to promote a positive future by helping graduates find their career homes as our placement coordinator at Pure Aesthetics. She has a strong background in retail having managed various well-known stores for more than five years. She also works as the Operations Manager for Kaelen Harwell Organic Skincare and has become very knowledgeable about aesthetics. When she is not working, Shelyse plays the role of a renaissance woman. She enjoys traveling, cooking and spending quality time with her family.

LINDSAY CONKLIN – AESTHETICS INSTRUCTOR

Lindsay graduated from Artistic Beauty College in Tucson, Arizona in 2007. Throughout her aesthetics career she has worked at European Wax Center, Rubs and Beauty Brands where she received her Lash Extension Certification and worked as a Master Aesthetician and trainer for two years. After her lash certification she decided to become an independent contractor and built her own clientele as an aesthetician and lash artist. Her love of skincare and aesthetics pushed her to share her passion and knowledge so she earned her instructor license in October of 2016 and joined the Pure Aesthetics team.

BROOK GRANT – AESTHETICS INSTRUCTOR

Brook graduated from Cameo College of Essential Beauty in Salt Lake City, Utah in November of 2007 with a License in Master Aesthetics, Medical Aesthetics, and Aesthetics Instruction. Her other certifications include Laser Technician, Microneedling, Dermaplaning, Lash Artistry and other advanced skincare modalities. She loves teaching students about customized skin care regimens and the benefits of professional aesthetic treatments. In her personal time, she does Pilates, likes walking at the local park, and cooking healthy organic meals to provide energy for teaching.

SHELBY RAE SHIELDS – SPA COORDINATOR/MARKETING & SOCIAL MEDIA SPECIALIST

Shelby Rae is a Veteran United States Marine Corps Sergeant who served as Public Affairs Specialist for six years and has been working in the marketing/social media fields since her return to civilian life in 2013. After joining the Pure Aesthetics team in August 2016 as a part-time spa coordinator her knack for grammar, writing and social media expanded her role within the school and Kaelen’s skincare line. In her spare time you will find her running her daughter to gymnastics practice or working toward her degree.

GYPSY SATO - SPA COORDINATOR

Gypsy is a licensed aesthetician and Pure Aesthetics graduate. Since completing the aesthetics program in 2010, she worked in several spas, including Massage Envy and Rubs Massage Studio, and has experience in eyebrow and facial threading. She is passionate about health and the environment and completed a degree in Sustainable Built Environments at the University of Arizona. Gypsy joined Pure Aesthetics in November of 2016; she is looking forward to continued work with such a wonderful and supportive team.

MISHA JAMES - SPA COORDINATOR

Misha is a licensed aesthetician and Pure Aesthetics alum, who joined the team in January of 2017, shortly after graduation. He loves the school's holistic approach to skincare, the amazing staff and wants to play a part in helping people feel beautiful both inside and out. He is an Army reservist who loves business strategy, writing and art, and is also involved in Infinite Man Summit. He hopes to add massage therapy to his certifications, and combine his passions to help people find the best version of themselves.

LICENSURE

Pure Aesthetics is licensed by the:
Arizona State Board of Cosmetology
1721 E Broadway Rd
Tempe, AZ 85282-1611
(480) 784-4539

ACCREDITATION

Pure Aesthetics is accredited by the:
Accrediting Council for Continuing Education and
Training (ACCET)
1722 N Street NW
Washington, DC 20036
(202) 955-1113

AFFILIATIONS

- o American Association of Cosmetology Schools (AACCS)
- o Arizona Department of Veterans' Services
- o Arizona Radiation Regulatory Agency (ARRA)
- o Associated Skin Care Professionals (ASCP)
- o Day Spa Association
- o National Association of Financial Aid Administrators (NASFAA)
- o Tucson Better Business Bureau
- o Tucson Chamber of Commerce

ADMISSIONS

Before enrolling in any Pure Aesthetics program, potential students should first make an appointment with an admissions advisor to tour the facility and complete an Application for Admission. Once a prospective student's funding is in place, an additional appointment with an advisor is required during which a potential student will submit all required documentation (see Admissions Requirements section), pay the registration fee and sign an enrollment contract.

Non-Discrimination Statement: Pure Aesthetics in its admission, instruction, and graduation policies does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.

Admission Requirements for Aesthetics Program

- o Tour Pure Aesthetics
- o Complete Application for Admission
- o Provide government-issued photo identification (with proof of age)
- o Provide social security card
- o Provide proof of education:
 - o High school diploma
 - o Official high school transcripts (showing proof of graduation)
 - o General educational development (GED) diploma
 - o General educational development (GED) transcript
 - o Associate's degree or higher (showing proof of graduation)

Please note: If proof of education is from an institution located outside of the United States, an official translation **and** evaluation completed by an organization accredited by the National Association of Credential Evaluation Services (NACES) must also be provided.

- o Complete Arizona Statement of Citizenship or Alien Status for State Public Benefits
- o Provide evidence of U.S. Citizenship, U.S. National Status, or Alien Status
- o Pay non-refundable \$200.00 registration fee
- o Complete Enrollment Contract

Admission Requirements for Aesthetics Instructor Program

In addition to the requirements for the Aesthetics program, Instructor Program applicants must provide:

- o Current Arizona Aesthetics or Cosmetology license
- o Completed Arizona State Board of Cosmetology Proof of Work Experience Form

Re-Entry Policy

If a student has voluntarily withdrawn, been terminated, or failed to return after a leave of absence, s/he may make a request to re-enter the program. A re-entry request is defined as a request for re-enrollment in order to complete his/her remaining hours of education. The following is required for re-enrollment:

- o A non-refundable fee of \$1,000.00
- o A written/typed and signed re-commitment letter
- o An appointment with Administration to verify remaining hours requirements and establish an effective plan for return to the curriculum
- o Completion of a new Enrollment Contract
- o All original admissions requirements

Transfer Students

Students who wish to transfer hours completed at another institution should be advised that transfer credits are subject to an evaluation and must meet several criteria before being accepted. Only courses directly pertaining to the aesthetics program, taken at an accredited institution recognized by the U.S. Department of Education will be considered. Courses must have been completed no more than 4 years prior to the class start date, with a grade of at least 85%. Students who have a current and active Arizona cosmetology license in good standing may also be eligible to transfer hours into the aesthetics program. Pure Aesthetics may accept up to 100 transfer hours. Acceptance of transfer hours and/or course credit is left to the discretion of the school management team.

In addition to the standard admission requirements, a transfer student must submit documentation as indicated on the Transfer Hours Form. Documentation may include, but is not limited to: transcripts, catalogs, syllabi, or course outlines from previously attended institutions. If the student is deemed eligible to transfer hours, they are required to schedule a written examination administered by Pure Aesthetics and pay the associated \$50.00 testing fee. The transferring student must pass with at least an 85% to complete the transfer process. The entire transfer hour process must be completed and the final number of transfer hours must be approved before an Enrollment Contract may be signed. Approved transfer hours are assessed a fee of \$2.00 per hour. Tuition costs for transfer students are calculated based on the total number of hours needed for a student to fulfill the program requirements, and will be prorated accordingly. A reduction in the number of hours a student is contracted to complete may reduce his/her financial aid award amount. If a transfer hours request is denied, the student has the right to appeal the decision. In order to appeal, the student must write a letter outlining the reasons his/her transfer hours should be considered and provide additional documentation to support his/her request.

Students who wish to transfer hours earned at Pure Aesthetics to another institution must complete and submit a Transcript Request Form. Transcripts will be mailed to the student or designated institution within 10 business days of receipt of the form and payment of \$10.00 per request. Pure Aesthetics does not guarantee the transfer of hours from our school to other institutions and students should understand acceptance might vary between institutions. Requests for official transcripts will not be granted until all financial obligations to Pure Aesthetics have been satisfied.

CREDIT EVALUATION POLICY FOR VETERANS BENEFITS

Students receiving veterans' education benefits must provide proof of ALL previous education and training. Pure Aesthetics will examine transcripts from all prior institutions, including military training, traditional college/university coursework and vocational training. All submitted transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible recipient will be notified of the transcript evaluation result. All prior training for those using veterans' education benefits is required to be evaluated; therefore, no transfer fees are assessed.

COURSE OUTLINE – Aesthetics Program

Description

The primary goal of the aesthetics program is to not only meet, but exceed state mandated basic skills training. Curriculum as set forth by the Arizona State Board of Cosmetology consists of theoretical knowledge, practical application, and professional business building skills. In addition to these requirements Pure Aesthetics' focuses on an all natural approach to skincare and beauty, healthful lifestyles, the interdependence of health and beauty, and ecological responsibility. The aesthetics program consists of approximately 270 theoretical knowledge hours and 330 practicum hours, including hands-on clinic activity. The clinical aspect of our program is designed to give students an opportunity to apply methods and techniques learned on real guests in a spa-like setting. By keeping our clinical practice similar to a real world experience, students learn how to interact with and assess the needs of a variety of different guests, adjusting to their specific needs and applying accordingly. Guests are asked to fill out a short performance review at the end of every treatment allowing students access to invaluable feedback. We ask guests to give honest and constructive feedback, which has proven crucial to the learning process.

The aesthetics program prepares students for the Arizona State Board of Cosmetology licensing examinations for aesthetics and produces qualified, employment-ready graduates. Upon licensure, graduates can choose several career paths, including but not limited to, spa/salon aesthetician, medical

aesthetician, makeup artist, wax technician, product developer, manufacturer representative, salesperson or sales manager, cosmetics buyer, aesthetics writer or editor, aesthetics educator, state licensing inspector, examiner or researcher.

Objectives

Upon completion of the aesthetics program requirements, the graduate will be able to:

- o Demonstrate the basic manipulative skills required to succeed in the skincare industry as set forth by Pure Aesthetics and the Arizona State Board of Cosmetology.
- o Practice effective communication skills.
- o Apply theoretical and analytical knowledge required to be an effective skincare professional.
- o Demonstrate professional attitudes and work habits.
- o Draw from both Eastern and Western modalities as a source for health and well-being.
- o Pass the Arizona State Board of Cosmetology written and practical examinations for aesthetics licensure.

Format

The 600-hour aesthetics program is taught through sequential units that encompass aesthetics theoretical instruction and practical application. The program is presented through well-developed lesson plans and teaching techniques that reflect current educational methodology. Subjects are presented by lecture, demonstration, student participation, and projects. Audio-visual aids, and guest speakers also augment the instruction. Clinic equipment, implements, and products are comparable to industry standards.

Grading Criteria

The aesthetics program includes both theory study and practical experience. Theory is evaluated by written examinations and projects. Practical assignments are evaluated as completed and counted towards program requirements. If a student does not pass a written test, s/he may makeup the test within two weeks of the original test date. The original and make-up test scores will be averaged and recorded. Students must maintain a cumulative grade average of 85%. In order to graduate, students must pass both a final written and practical exam with a minimum of 75%. Numerical grades are awarded based on the following grading scale:

- A = 100% - 92%
- B = 91% - 83%
- C = 82% - 75%
- F = Less than 75%

COURSE TOPICS – Aesthetics Program

The Aesthetics program covers the following topics:
(approximate theory hours/approximate practical hours)

- o **Theory of Aesthetics** – 50/10 hours
Orientation, history, Arizona state laws and regulations, first aid, professional development, ethics, chemistry, electricity, anatomy and physiology, nutrition
- o **Consultation and Analysis** – 20/20 hours
Classification of skin types and conditions, disorders and diseases, acne, skin analysis procedures
- o **Preparation and Cleansing** – 20/20 hours

Product selection and analysis, supplies, client preparation, cleansing procedures, safety and sanitation

- o **Massage** – 25/50 hours
Benefits and contraindications, basic massage manipulations, facial incorporation, self-care, and other massage techniques
- o **Manual Facial** – 10/25 hours
Supplies and setup, basic facial treatments for skin types, towel steaming, extraction, time management, advanced topics (peels, acids, serums)
- o **Electrical Facial** – 50/40 hours
Facial machine operation and care, principles and techniques of the European/machine facial, facial treatments for skin types, pre- and post-treatment care, men’s facials, advanced topics (lasers, IPL), microdermabrasion
- o **Packs and Masks** – 20/15 hours
Types of packs and masks, treatments for skin types, application and removal, spa body treatments
- o **Light Therapy** – 20/5 hours
Principles and techniques of light therapy
- o **Cosmetic Application** – 15/10 hours
Cosmetic products, tools and supplies, color theory and facial analysis, application techniques, specialty makeup
- o **Physical and Chemical Depilatories** – 15/50 hours
Depilatories, methods of hair removal, facial and body waxing
- o **Artificial Eyelash Application** – 3/2 hours
Individual and band lashes, application and removal, lash and brow tinting
- o **Disinfection Procedures** – 20/15 hours
Bacterial classifications and growth, infections, public sanitation, OSHA and state regulations, disinfection methods, chemical agents and equipment
- o **Creative Preference** – 15/15 hours
Aromatherapy, yoga, ayurveda, Asian healing modalities
- o **Body Treatments** – 15/25 hours
Exfoliation, hydration, herbal wraps, self-tanning

COURSE OUTLINE – Aesthetics Instructor Program

Description and Format

The 500-hour Aesthetics Instructor program, complimented by Milady’s Master Educator textbook, is designed to prepare licensed aestheticians and/or cosmetologists for careers in aesthetics instruction. The program is comprised of approximately 200 theory hours and 300 hours of practicum. Class schedules are created on an individual basis; however, the program must be completed within one year of the start date.

Objectives

Upon completion of the Aesthetics Instructor program requirements, the graduate will be able to:

- o Demonstrate practical skills required to succeed as an aesthetics instructor as set forth by Pure Aesthetics and the Arizona State Board of Cosmetology.
- o Apply both theoretical and analytical knowledge required to be an effective instructor.
- o Demonstrate professional attitude and work habits.
- o Draw from both Eastern and Western modalities as a source of health and well-being.

- o Be prepared for the Arizona State Board of Cosmetology written and practical examinations for the Aesthetics Instructor license.

COURSE TOPICS – Aesthetics Instructor Program

The Aesthetics Instructor program will cover the following topics:
(approximate theory hours/approximate practical hours)

- o **History of Teaching** – 5/0 hours
Learning from history, teaching within the industry
- o **Characteristics of a Master Educator** – 25/25 hours
Time management and organization, ethics and character, communication skills
- o **Educator Relationships** – 10/40 hours
Educator-to-learner, educator-to-educator, educator-to-employer
- o **Developing Lesson Plans and Syllabi** – 25/25 hours
Planning and analysis, curriculum development, lesson plan development
- o **Developing and Using Educational Aids** – 30/20 hours
Advantages of using aids, classifications of materials
- o **Teaching Skills and Preparation Techniques** – 25/25 hours
Communication skills, generational skills, C-R-E-A-T-E, powerful presentations
- o **Classroom Management** – 10/40 hours
Academic advising and counseling, managing the environment, administrative responsibilities
- o **Student Evaluations and Testing Methods** – 20/30 hours
Grading styles, grading methods
- o **Teaching to Diverse Learning Styles** – 20/30 hours
Adult learner characteristics, types of learners, the 4MAT cycle, cosmetology learner styles
- o **Teaching Methods and Learning Methods** – 20/30 hours
Lecture, demonstrations and practice, tools and techniques
- o **Professional Performance Evaluations** – 5/10 hours
Standards of evaluation, sources of assessment, professional development
- o **Preparing for Licensure** – 5/15 hours
Preparing for the test, preparing for employment
- o **Creative Preference** – 0/10 hours
Aromatherapy, yoga, ayurveda, Asian healing modalities

SCHEDULES

Applicants may enroll in Pure Aesthetics training programs at any time. The school reserves the right to reschedule, postpone, or cancel classes.

Aesthetics Program

Pure Aesthetics offers 3 schedules: one full-time and 2 part-time. Please refer to our website www.pureaesthetics.edu for a list of upcoming start dates. Start and end dates are subject to change.

Full-time: approximately 18 weeks

Monday - Thursday 9:00 a.m. – 4:30 p.m.

Friday 9:00 a.m. – 3:00 p.m.

Part-time Evening: approximately 30 weeks

For the initial 120 scheduled hours, students must attend: Monday – Thursday 5:00 p.m. – 9:00 p.m. and Saturday 2:00 p.m. – 6:00 p.m.

After the initial 120 scheduled hours, students may continue the above schedule or change to Monday – Wednesday 5:00 p.m. – 9:00 p.m. and Thursday 12:30 p.m. – 9:00 p.m.

Part-time Morning: approximately 38 weeks

Monday, Wednesday, Friday 8:30 a.m. – 12:30 p.m.

There are approximately 13 mandatory Saturdays 9:00 a.m. – 6:00 p.m. spread throughout the program.

During the months there are not mandatory Saturdays, students must choose to attend either two full (9:00 a.m. – 6:00 p.m.) or four half Saturdays (9:00 a.m. – 1:15 p.m.).

Aesthetics Instructor Program

The Aesthetics Instructor program has open enrollment. Schedules and program length are determined on an individual basis, but may not exceed one calendar year.

School Closures

New Year's Day

Labor Day

***Pure Aesthetics may be open for clinic floor hours during scheduled breaks if demand necessitates. Participation will be optional for those students wishing to make up hours.*

Spring Break

Thanksgiving Break

Memorial Day

Winter Break

Summer Break

CLASS SIZE

Class sizes at Pure Aesthetics are approximately ten to fourteen students per instructor for the 600-hour aesthetics program. In order to encourage effective learning, our classes for all schedules and programs will not exceed an instructor-student ratio of 1:16 in clinic and 1:20 in lecture. Student instructors are included in class sizes. These ratios allow for active participation and instructor support. The Aesthetics Instructor program has a maximum enrollment of four students at any given time.

STUDENT KIT

Students, except those enrolled in the Aesthetics Instructor program, receive a kit with supplies used for the duration of their Aesthetics program. Students are responsible for their personal kits and must replace any lost items. Each student will receive an itemized list of kit items and will initial each item received. Each kit contains at minimum:

- o 3 Pure Aesthetics uniform logo shirts
- o 2 pairs of black scrub pants
- o State board kit items
- o Milady Standard Esthetics Fundamentals textbook
- o Milady Standard Esthetics Fundamentals workbook
- o Milady Standard Online Licensing Prep Standard Esthetics
- o 1GB jump drive including: syllabus, project descriptions, Arizona State Board of Cosmetology rules and regulations, scheduled hours worksheet, school catalog, consumer information and disclosures, etc.
- o Credit to be used towards the purchase of retail products
- o Credit to be used towards student services

- o Kaelen Harwell Organic Skincare products
- o 20% off discount service cards
- o Student liability insurance
- o The \$247.00 cost of the Arizona State Board of Cosmetology practical and written aesthetics examinations and the first license fee

*Only unopened/unused kits may be returned for a refund. All items must be returned to the school within three business days of the student's last date of attendance. Partial kits are not eligible for returns.

**Students are given a 20% discount on Kaelen Harwell Organic Skincare products and 10% on other items purchased in the Pure Aesthetics retail area. Upon completion of the program, graduates receive a 10% discount on products and services for life. Please note: no double discounts will apply.

TUITION AND FEES

Please see the current catalog addendum for up to date tuition and fees for all programs. Tuition, registration fee, and books and supplies costs are mandatory for all students. An exception may apply for students re-enrolling or transferring hours per Pure Aesthetics policy. Tuition and fees are subject to change without notice, excluding those with prior contractual agreements.

PAYMENT OPTIONS

Payments may be made via cash, Visa, Discover, or MasterCard, certified check or money order. Pure Aesthetics also accepts payments from Pima County OneStop, the Veterans Administration (including the GI Bill®), the Military Spouse Career Advancement Accounts (MyCAA) program, and Rehabilitation Services Administration. Pure Aesthetics is eligible for the following Title IV programs: Pell Grant, Direct Stafford Loans, and Federal Supplemental Educational Opportunity Grant (FSEOG). Please note: Title IV aid is available to those who qualify.

DISCLAIMER: Title IV funds may be applied towards the Aesthetics program ONLY.

A non-refundable registration fee must be paid at the time of enrollment. If a student is unable to attend the program s/he originally registered for, the fee may be applied towards a future start date of the same program within one year of the original program start date. Payments may be made monthly, with no interest, throughout the program to equal total program cost. An extended payment plan may be available to those who request it through Pure Aesthetics administration. Please see the Enrollment Contract for payment plan details.

Late payments may be subject to a fee of 10% of the delinquent amount owed after a 5-day grace period. Although the late fee may be charged on the sixth day after the due date, a 10-day grace period will be allowed before possible suspension.

Installment payments are expected on or before the scheduled due date. The first installment payment is due the first day of class. Subsequent payments are due the first of each month. If a class start date falls before the fifteenth of the month, the second payment is due at the start of the following month. If a class start date falls on or after the fifteenth of the month, the second payment is due at the start of the second full calendar month of the program (i.e., If a class starts on January 14th, the second payment is due February 1st. If a class starts on January 15th, the second payment is due March 1st). All payments should be

made on or before the first of the month unless alternative arrangements are made with school administration.

**It is the student's responsibility to make sure payments are made on time. The school does not inform the student each day the payment is late. Students who are 30 days late or more on making a payment may be terminated from the program. Delinquent payments may be assigned to a licensed collection agency.*

TITLE IV FINANCIAL AID RESOURCES

To be considered for Title IV financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). Financial Aid is available to those who qualify. Pure Aesthetics participates in the following Title IV programs:

Pell Grant

The Pell Grant is awarded to eligible students with financial need who do not have a Bachelor's degree or higher. These grants do not have to be repaid unless a student withdraws prior to the completion of his/her program. Award amounts are subject to change annually at the discretion of the U.S. Department of Education. The amounts are dependent on cost of attendance, estimated family contribution, enrollment status, and whether the student attends for a full academic year or less.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to Pell Grant eligible students with the most need. The FSEOG program, administered by the school, is considered "campus-based" aid. Each participating school receives a limited amount of funds annually from the U.S. Department of Education. Once all funds have been awarded, no additional FSEOG awards can be made until the following award year.

Direct Stafford Loans

Direct loan funds are those lent directly to students by the U.S. Department of Education and must be repaid with interest. These low interest loans are used to help cover the costs of higher education. There are three types of direct loans that may be available to those who qualify:

- o **Subsidized Stafford Loan**

Subsidized Stafford loans are reserved for students with financial need. Pure Aesthetics will review the results of the FAFSA to determine the amount that may be borrowed. Interest is not charged while the student is in school at least half-time or during certain deferment periods.

- o **Unsubsidized Stafford Loan**

Students are not required to demonstrate financial need to qualify for Unsubsidized Stafford loans. Pure Aesthetics will review the FAFSA results to determine the amount that may be borrowed. Interest accrues on the loan as soon as it is disbursed and until it is paid in full. Students are encouraged to make interest-only payments while they are in school, during grace periods, and during deferment and forbearance periods. If the borrower chooses not to, the interest will capitalize on the loan amount.

- o **PLUS Loan**

Parents of dependent students may apply for a Direct PLUS loan to help pay for their dependent student's educational expenses. The PLUS loan is credit based.

ADDITIONAL FINANCIAL AID RESOURCES

Students may also be eligible to receive grant money through Pima County OneStop. Please see the admissions advisor for details about where to apply.

The Kandi Clement Memorial Scholarship

Pure Aesthetics offers up to eight partial scholarships per year to offset tuition costs to applicants who demonstrate financial need and a strong desire to enter the field of Aesthetics. Each scholarship award ranges from \$500.00 to \$1,000.00. The scholarship is named in honor of dear friend and former instructor Kandi Clement, who passed away in 2011. A selection committee comprised of Pure Aesthetics staff members will review each scholarship application packet. To be eligible applicants must meet the following criteria:

- o Be eligible for enrollment at Pure Aesthetics
- o Complete the full scholarship application process by deadline

Scholarship deadlines fall on the first business day of every March, June, September, and December. To apply, the student must submit a scholarship application along with a 300-word explanation of financial need or unique circumstances AND a 600-word essay detailing his/her interest in the field of aesthetics and future career goals.

Within 30 days after each deadline, the selection review committee meets to review each application packet individually and finalists are selected. Every applicant is notified whether s/he is a finalist or if his/her application was denied. Each finalist must begin a program before the next scholarship deadline. Thirty days after starting school or after the application deadline (whichever falls later), each finalist will be notified whether s/he is awarded a scholarship and the amount of the award. The award is then split into the number of months remaining in the program. The student must meet minimum cumulative attendance standard of 90% and minimum cumulative GPA standard of 85%. Students who are not meeting the minimum standards or who are suspended during the month will lose the scholarship portion for the following month. Scholarships may be rescinded at Pure Aesthetics' discretion.

Additional scholarship information may be provided as it becomes available.

It is the student's responsibility to ensure that all financial aid applications and additional documentation requested are submitted prior to given deadlines. If a student fails to do so and has not been approved for financial aid by the class start date, s/he will be required to pay one-quarter of the total tuition prior to starting school. If after 30 days, the student's financial aid has not been approved, s/he will be required to pay any balance in full or will be withdrawn from the program unless special arrangements have been made with the administration.

CODE OF CONDUCT

In order to be successful at Pure Aesthetics, students must abide by certain standards of conduct. Adhering to these standards ensures each student is afforded the exceptional training they deserve. Students are expected to know and comply with these standards of conduct while enrolled at Pure Aesthetics and are expected to treat their training as they would a job.

- o All students must attend classes as scheduled.
- o An instructor or administration staff member must approve absences, late arrivals, and early releases.
- o All students must be in dress code prior to clocking in or out for the day.
- o Hair, makeup and attire must be neat and professional.
- o Pure Aesthetics may, at any time, dismiss students for not complying with the dress code requirements (this includes personal hygiene).
- o Nametags must be worn at all times.
- o Cell phones must be kept in provided lockers during instruction and clinic hours. Students may use their phones to text during designated break times in designated areas, but must step outside the building to take voice calls. Cell phone ringers must be turned off while students are in the building. In cases of emergency, please have calls directed to the school and a staff member will deliver the message to the student immediately.
- o To stay conscientious of our guest's comfort, this is a no smoking facility. We ask students who smoke do so in the great outdoors, out of sight of guests, in a non-uniform shirt.
- o Students are not permitted to use electronic cigarettes inside the facility.
- o No food or drink, except bottled water, is allowed on the clinic floor or in the practical classroom.
- o Workstations must be kept clean.
- o Only Pure Aesthetics' products may be used for practice and working on guests.
- o Student exchanges must be pre-approved by an instructor.
- o It is the student's responsibility to clock in and out properly. Any student caught clocking in or out for another student will be terminated by the school.
- o Students are responsible for their personal belongings. The school accepts NO responsibility for lost or stolen property.
- o Students found vandalizing or stealing school property, equipment, or products will be terminated and held financially responsible.
- o Students may not socialize with visitors during school hours.
- o Students may not congregate in the lobby unless formal instruction is being offered.
- o Please keep interaction with desk staff brief and professional. Students (except student instructors) are not permitted to sit/stand behind the front desk; this area is for staff only.
- o Students must park in designated areas (on the east side of or behind the building)
- o The presence of firearms, weapons, hazardous devices, or controlled substances on campus is strictly prohibited. Students found in possession of any of these items may be suspended or terminated.
- o Conversations should be professional. The use of profanities is unacceptable.
- o Cheating or dishonesty is not permitted.
- o Students may not refuse guest services or daily duties, with the exception of pre approved extenuating circumstances at the discretion of the instructor or administration.
- o Students are expected to be respectful and courteous to guests, staff and other students.
- o Students suspected to be under the influence of drugs and/or alcohol will be asked to leave the school premises immediately and find a safe ride home.

- o Students are required to perform all services they are scheduled for, unless in the case of an extenuating circumstance.
- o Students caught plagiarizing on any assignment will earn an automatic zero. A second infraction may result in termination. If there is a question, please see an instructor.

**If concerns are identified, students may be required to seek outside resources to assist them in their personal and/or school life in order to continue in the program.*

ATTENDANCE POLICIES

Pure Aesthetics requires students to maintain a minimum 90% cumulative attendance average throughout the program. Students with prior knowledge of an absence must fill out the proper forms before the date of the absence. We reserve the right to dismiss any student whose attendance interferes with our learning environment. Any student who misses 14 consecutive calendar days (excluding school-designated multi-day breaks) without prior approval will be terminated.

Students may clock in no earlier than seven minutes prior to class start times. Students must be in the classroom with their required materials by the start of class. Students are given at least one 10-minute break per day (FT-2 and PT-1) during which they are not required to clock out unless they leave the property. Students are required to clock out for a 30-minute lunch break on school days exceeding six hours. If a student does not clock out for a required lunch, a half-hour will be deducted from his/her time for the day. Students returning late from lunch without notifying the school may be sent home for the remainder of the day. Students who do not return from lunch and fail to notify the school may be suspended the following school day.

It is **crucial** for students to attend all classes without absences for the first 120 program hours. After completion of the initial 120 hours, students are allowed to service guests on the clinic floor. Clinic practice is vital for success; therefore, absences during clinic floor time are ill advised.

**Students have 32 grace hours to allow for missed time. Students who do not complete 600 hours by their scheduled graduation date plus the 32 grace hours will be charged \$25.00 per additional hour needed to reach the required hours specified in the Enrollment Contract. For example, if a student is scheduled to graduate March 15 (his/her grace period ends March 20) and s/he has only attended 590 of 600 hours on March 20th s/he will incur over hours charges of \$250 that must be paid prior to graduation notice being sent to the AZ State Board of Cosmetology.*

***Any additional incurred expense to make up hours will not be certified for Veterans Administration Education Benefits.*

****Pure Aesthetics will not submit a graduation notice to the Arizona State Board of Cosmetology until all charges (including over-hours charges) are paid in full.*

ABSENCE/TARDY/EARLY DEPARTURE POLICY

In the event a student must be absent from class they must either submit a written request in advance, call Pure Aesthetics at (520) 514-7873, or email info@pureaesthetics.edu at least 1.5 hours before class start time. It is the student's responsibility to speak with the staff or to leave a detailed voicemail or email with the school. In the case of an emergency, please notify a staff member as soon as possible.

Students who clock in eight or more minutes after class begins will be considered tardy. Students who clock out before the scheduled class end time will be considered having an early departure. If a student is tardy and/or departs early three times in one calendar month, s/he will be suspended for one school day. Tardies and early departures may be excused if the student provides documentation including, but not limited to, medical notes, legal-related documentation, or mandatory Department of Economic Security (DES) appointments. Additional tardies or early departures may result in further suspension at the discretion of administration. Excessive absences, tardies and/or early departures may result in probation, suspension, or termination from the program.

DRESS CODE

All students enrolled in the Aesthetics program are required to wear the prescribed uniform while at school and during school functions. For participation in Pure Aesthetics yoga classes students may change into more suitable clothes for yoga but must change back into their uniform afterwards. Students not in compliance with the dress code will be given the opportunity to either make corrections or be sent home. Pure Aesthetics reserves the right to set and maintain aesthetic standards for all students. By enrolling in this institution, students agree to this dress code policy and the consequences for violating said dress code. Exceptions to the policy may be made for religious or medical reasons if proper documentation is provided. Students are permitted to wear only the attire listed below.

The required uniform consists of:

- A black Pure Aesthetics logo shirt
 - Colored logo shirts are allowed on Wednesdays with a \$1 donation to the monthly charity
 - Colored logo shirts are allowed on Fridays, Saturdays and during post-program clinic at no additional charge
- Black scrubs (provided in the student kit)
- Closed-toe shoes (no slippers or UGG style boots)
- Pure Aesthetics name tag (a \$5.00 fee is required for replacement tags)

Aestheticians work closely to the faces of others; therefore, it is inappropriate to wear certain types of jewelry. Acceptable jewelry includes small earrings and unobtrusive facial piercings. Rings, bracelets and watches are not allowed during practical applications. Nails should be kept short with NO polish or artificial enhancements (tips, acrylic, gel), as some guests are sensitive to chemicals. Students with shoulder length or longer hair must wear it tied back when working on guests and during practical procedures. No strong perfumes are allowed. Please observe personal hygiene standards.

**Smokers are required to remove their logo shirts before smoking on breaks. Pure Aesthetics would like to portray an image of health. Smokers are asked to refrain from smoking immediately before their clinic shift and must wash their hands immediately afterward.*

TIME CLOCK

According to the Arizona State Board of Cosmetology, each student must record their hours using a time clock. The time clock is the only legal record of time in the school. Please set your personal watch/clock to the time clock. Pure Aesthetics uses a rounding time clock; therefore, each punch rounds to the nearest quarter hour, i.e., if a student clocks in at 9:07, the punch will round to 9:00; if a student clocks in at 9:08, the punch will round to 9:15. Students are responsible for clocking in or out at the beginning of the day, before and after lunch, and at the end of the day. Early arrival at school is limited to fifteen minutes prior to authorized clock-in time. All students leaving the school campus must clock out prior to leaving and back in upon return. Students attending more than six hours in one day are entitled to two 10-minute breaks and are required to clock out for one 30-minute lunch. Students attending less than six hours in a day are entitled to one 10-minute break. If a student exceeds his/her break period, s/he will be clocked out for the full amount of break time.

Each student is allowed five time clock corrections during his/her program. Time clock corrections may be used if a student forgets to clock in or out. If a student wishes to make a time clock correction, s/he must complete a Time Clock Correction form, which is then verified and signed by the instructor on duty and turned in to an administrative staff member. Students are allowed five corrections ONLY. If a student forgets to clock in or out and his/her five corrections have been used, that student may lose time for which s/he was present.

Hours are compiled on a monthly basis and reported to the Arizona State Board of Cosmetology by the tenth of the following month. Each month students will be given a breakdown of their monthly hours to review and sign to confirm accuracy. Students are responsible for keeping track of their own hours. We recommend transcribing your hours to the calendar provided on the first day of class. If there is a question or discrepancy about the hours, please notify administration; however, the time clock prevails.

**No student is permitted to clock another student in or out. This is grounds for termination.*

MAKE UP HOURS/ASSIGNMENTS POLICIES

Pure Aesthetics will periodically post designated times during which students may sign up to work additional hours on the clinic floor. These hours are offered to allow students to make up missed work. Available hours are posted in the classroom and students may fill out a Make Up Hours Request form to request a make up slot. Forms are due by the deadline posted on the make-up calendar and times are granted on a first-come, first-serve basis. Any make up request must be for a minimum of two hours. Once the form is received, Pure Aesthetics administration has five business days to respond and notify a student of upcoming hours. If a student does not attend his/her approved make up hours for any reason, s/he may lose the privilege to attend future make up hours. Availability is based on student need and clinic availability. Each make up session is usually limited to six students.

Students are required to make up missed tests and/or assignments within three class days or at the discretion of the instructor. Any missed tests and/or assignments not made up, will be assigned a zero. Late assignments are subject to an automatic deduction of 10% of the available points on the first day and an additional 5% each day until the assignment is turned in. It is the student's responsibility to make arrangements with his/her instructor to make up all missed tests and assignments. Please contact administration to discuss an extension if extenuating circumstances exist.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is the measurement of both attendance and academics as a student progresses through his/her program. All students are required to meet minimum requirements regardless of schedule or payment method. Students receiving funding under the Title IV financial aid programs must maintain satisfactory progress to continue eligibility for such funds. For the 600-hour Aesthetics program, satisfactory academic progress will be monitored at both 300 and 600 scheduled hours. For the 500-hour Aesthetics Instructor program, satisfactory academic progress will be monitored at both 250 and 500 scheduled hours. Students contracted to complete less than the full program hours will be evaluated at the scheduled midpoint and the scheduled endpoint of their program.

- o Each student is required to make **quantitative progress** towards his/her program completion. To be considered making satisfactory quantitative progress, a student must attend **at least 90%** of his/her cumulative scheduled clock hours.
- o Each student is required to make **qualitative progress** towards his/her program completion. To be considered making satisfactory qualitative progress, a student must achieve a minimum **cumulative grade of 85%**.

Incomplete grades and remedial courses are not offered. If a student earns less than 75% on any individual test or assignment, s/he must retake the test or assignment to attempt a higher grade. The original grade and make up grade will be averaged. The average grade will be used in the qualitative progress calculation.

Approved leaves of absence will not be factored into the satisfactory academic progress calculation. Students will return from a leave of absence with the same academic status they had prior to the leave.

Any student who re-enrolls after withdrawing will only be given credit for coursework that was completed. The coursework and hours attended in the previous enrollment will count towards his/her cumulative satisfactory academic progress evaluations.

At the end of each evaluation period, students will be notified in writing of their satisfactory academic progress status.

Satisfactory Status

Students meeting the minimum quantitative (90% attendance) and qualitative (85% GPA) cumulative progress for an evaluation period will be considered making satisfactory progress until the next evaluation.

Warning Status

Students who fail to achieve the minimum quantitative (90% attendance) and/or qualitative (85% GPA) cumulative progress for an evaluation period will be placed in warning status for one scheduled evaluation period with a chance to regain satisfactory academic progress prior to their next evaluation. During warning, a student may continue to receive assistance under the Title IV federal aid programs for one payment period despite the determination that the student is not making satisfactory academic progress. There is no appeal available for those in warning status. At the end of the following evaluation period, progress will be re-evaluated. If the student has attained the minimum quantitative and qualitative progress, s/he will be determined to be making satisfactory progress. If a student fails to meet the requirement(s), s/he will be placed in probation status.

Probation Status

Students who fail to achieve the minimum quantitative (90% attendance) and/or qualitative (85% GPA) cumulative progress for a second evaluation period will be placed on probation. They will no longer be eligible to receive assistance under the Title IV federal aid programs. In order for the student to remain enrolled in the program, s/he is required to appeal his/her probationary status. A successful appeal allows for assistance under the Title IV federal aid program to be reinstated until the next scheduled evaluation period. At the end of the probationary period, if the student is meeting the minimum requirement or if s/he is following the prescribed academic plan, s/he will be determined to be in satisfactory academic progress. Failure to achieve these requirements at the end of the probationary period will result in the administrative withdrawal of the student.

Appeal Process

Within five calendar days of receipt of the probation notification, the student must submit a written appeal of his/her status to the Director. The appeal must be accompanied by documentation supporting the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and what has changed to allow the student to return to satisfactory academic progress prior to the completion of his/her program. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family, injury or illness of the student, etc. Should a student fail to submit an appeal within the five-day time frame, the original decision will stand, resulting in an administrative withdrawal from the program. The student will be notified of his/her withdrawal in person or by mail.

Once the appeal and supporting documents are submitted to the Director, an academic plan meeting will be scheduled within three days. During the meeting, the Director and student will develop a written plan ensuring the student is able to meet the minimum satisfactory academic progress standards prior to the end of his/her program. The Director will assess all appeals and determine whether or not the student will be permitted to continue attending school in a probationary status. The student will be presented with the appeal decision in person or by mail within ten days of receipt. The decision of the Director is final.

*Students using Veterans' Educational Benefits must maintain satisfactory academic progress to continue eligibility for funds. Eligibility continues through warning and probationary periods.

MAXIMUM TIME FRAME

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in scheduled clock hours. Time spent on an approved leave of absence is not counted against the maximum time frame calculation.

Students scheduled to exceed the maximum time frame will be administratively withdrawn.

LEAVE OF ABSENCE

A leave of absence (minimum 14 days and maximum 180 days or half of the program length, whichever is shorter) may be granted only by prior arrangement and approval by Pure Aesthetics administration. All tests, assignments, and clinic work must be made up on a schedule approved by the instructor or Director. A student must complete and sign a Leave of Absence Request including length of absence and specific reason for request in advance of the leave unless unforeseen circumstances prevent the student from doing so. The student must provide appropriate documentation with the request and must attest to understanding the procedures and implications for returning to his/her program of study. Provided the

student abides by the leave of absence agreement, Pure Aesthetics will not assess any additional charges to the student. An approved leave of absence may be extended for an additional period of time provided the extension request meets all requirements, and the total length of the leave of absence does not exceed specified time limits.

If a student does not request a leave of absence within a time frame consistent with Pure Aesthetics' absence policy, s/he will be withdrawn. In order to reflect a modification in graduation date, a student must sign an addendum to his/her Enrollment Contract upon return from a leave of absence. Pure Aesthetics reserves the right to approve or deny any request for leave.

CHANGE OF CONTACT INFORMATION

Please notify Pure Aesthetics of any changes in name, address, phone number or email address while in school and after graduation. This will ensure our students and alumni receive necessary documents including but not limited to federal tax form 1098-T.

RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Pure Aesthetics complies with the Family and Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in July 1976). The act defines requirements, which are designed to protect the privacy of students concerning their records maintained by Pure Aesthetics. The information pertaining to a student and their records shall not be released to a third party without the written authorization of the student, judicial order, or a lawfully issued subpoena. Education records are all records Pure Aesthetics maintains regarding a student.

Students (or the parents of students under age 18) have the right to inspect and review their educational records maintained by the school by requesting to do so with the administrative office. Students (or parents of students under age 18) have the right to request corrections to any record they believe to be inaccurate or misleading. If the school decides not to amend the record, the student may request a formal hearing. After the hearing, if the school maintains its decision not to amend the record, the student has the right to place a statement with the record setting forth his/her view regarding the contested information.

All current student records are kept in a locked cabinet in the Administration Office. Former student records, less than 7 years old, are kept in a locked cabinet in the Directors office, while records greater than 7 years old are held in off-site storage. Current and former students may view their records by making an appointment with the administrative staff. Appointment requests for on-site records will be held within 10 business days of the request. Off-site records requests will be held within 30 business days of the request to allow time for records to be delivered from storage to Pure Aesthetics.

ALTERNATIVE LEARNING HOURS/WORKSHOPS

Pure Aesthetics periodically offers workshops for additional opportunities to learn advanced skills and techniques not offered in the curriculum. A student may complete up to 25 workshop hours to be accepted as alternative hours while in school. Alternative hours may only be earned by attending workshops conducted by Pure Aesthetics. Students may take more than 25 hours of workshops at Pure Aesthetics; however, no more than 25 hours will be accepted towards their program. In extenuating circumstances, additional alternative hours may be allowed. Students must submit a written request if they feel extenuating circumstances apply. The frequency and types of workshops offered during any given class schedule will

depend on demand. Please see www.pureaesthetics.edu/workshops for a current workshop schedule. It is recommended that students sign up at least two weeks in advance as workshops are subject to cancellation if enrollment is low.

TERMINATION BY THE SCHOOL

Pure Aesthetics reserves the right to terminate a student prior to the completion of his/her program for one or more of the following reasons:

- o Failure to meet program requirements
- o Failure to meet financial obligations
- o Failure to uphold the ethics and standards of the aesthetics profession and/or exhibiting behaviors considered inappropriate as determined by Pure Aesthetics
- o Failure to comply with the established rules, regulations and code of conduct
- o Missing 14 calendar days (excluding school-designated breaks) without prior approval
- o Failure to return to school on the documented date of return for any student on a leave of absence

CANCELLATION AND REFUND POLICY

This policy applies to all terminations by either party, regardless of reason. The program completion percentage is based on the number of scheduled program hours between the program's start date and the last date attended. The termination date is the last date of actual attendance by the student.

- A. The registration fee is non-refundable.
- B. An applicant rejected by the school is entitled to a refund of all monies paid minus the registration fee.
- C. An applicant requesting cancellation within three days after signing the Enrollment Contract but prior to entering school is entitled to a refund of all monies paid minus the registration fee unless otherwise required by law.
- D. A cancellation within three business days after the beginning of a program entitles the student to a refund of all monies paid by the applicant minus the registration fee and the cost of unreturned or used student kit items.
- E. During the first week of class, tuition charges retained will not exceed 10% of the stated tuition up to a maximum of \$1,000.00.
- F. A student withdrawing after the first week of classes but prior to completing 50% of the scheduled period of enrollment will be refunded based on the tuition and fees assessed to the student and prorated accordingly. The scheduled period of enrollment is defined as the entire program. Veteran's benefits and Rehabilitation Services Administration refunds are completed based on state and federal policies. The refund is based on the period of enrollment beginning with the first scheduled day of class through the last date of actual attendance. This is determined by the number of clock hours a student was scheduled to attend through the last recorded date of attendance. These hours are divided by the total number of program hours to determine percentage of the program elapsed. This percentage is then multiplied by the total tuition amount to determine earned tuition. Earned tuition is then subtracted from the total tuition amount to determine unearned tuition for the period of training not completed. Ten percent of unearned tuition is added to the amount of earned tuition and charged to the student. The sum of these two calculations is then compared to the amount of tuition paid by the student to determine whether a refund is due or additional tuition is owed.

- G. For a student terminating training after completing more than 50% of the scheduled period of enrollment, the school will retain the entire contract price of the program. Veteran's benefits and Rehabilitation Services Administration refunds are based on state and federal policies.
- H. Special Cases: In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties.
- I. Any monies due to an applicant will be refunded within 45 days from cancellation or failure to appear on or before the first day of class, whichever comes first. Any monies due to an enrolled student shall be refunded within 45 days from the last date of student attendance.
- J. If a student does not return from an authorized leave of absence, refunds will be made within 30 calendar days from the scheduled end of the leave of absence.
- K. In the event a program is cancelled, all tuition paid will be refunded to the student within 30 days of the scheduled start date. If for any reason, Pure Aesthetics closes permanently after students have begun a program, refunds will be issued based on the amount of program time completed.
- L. If a class is postponed more than 60 days from the original scheduled start date and the student no longer wishes to continue enrollment, the student may receive a full refund of the registration fee in addition to all tuition paid. Classes are subject to postponement if less than eight students are registered and confirmed at least one week prior to the scheduled class start date.
- M. The cost of the student kit items received is non-refundable.

GRIEVANCE POLICY

In accordance with Pure Aesthetics' objective, every effort will be made to resolve any student grievance. The grievance policy is not to be invoked for frivolous or petty claims, or for the purpose of harassment or intimidation. Complaints must be submitted in writing and delivered or mailed to Pure Aesthetics within ten days of the date that the incident. Please send to:

Pure Aesthetics
2850 East Speedway Boulevard
Tucson, AZ 85716

All reviews are to be conducted in a timely manner and in accordance with standards of fairness. In matters involving adverse personnel actions such as disciplinary action or dismissal, the adverse action may be implemented prior to or during processing. If the student is still unsatisfied at the conclusion of this process, a complaint may be filed with the Pure Aesthetics' accrediting agency:

ACCET
1722 N Street NW
Washington, DC 20036
(202) 955-1113

GRADUATION AND DIPLOMA REQUIREMENTS

All students must meet the following requirements in order to graduate from Pure Aesthetics.

- o Meet minimum program requirements
- o Comply with the attendance policy (90% cumulative attendance)
- o Complete all of the required program hours

- o Maintain satisfactory progress
- o Satisfy all financial obligations to the school
- o Pass the practical final school examination with a 75% or higher
- o Pass the written final school examination with a 75% or higher
- o Receive and evaluate a professional facial
- o Have a minimum cumulative grade point average of 85%
- o Meet all Arizona State Board of Cosmetology requirements
- o Pay any outstanding fees
- o For those borrowing federal financial aid, loan exit counseling must be completed

If any of these requirements are not met prior to a student reaching 600-clock hours, s/he will be responsible for continuing to attend school in his/her regular schedule until all of the outstanding items are completed. Additional tuition/fees may apply.

**Upon graduation, certification of hours are provided. Certification of hours will not be provided until all requirements have been fulfilled. Pure Aesthetics will submit each graduate's graduation packet to the Arizona State Board of Cosmetology within five business days of completion.*

LICENSING REQUIREMENTS

For admission to the Arizona State Board of Cosmetology Aesthetics licensing examination, applicants must:

- o Complete the required hours of Aesthetics instruction
- o Obtain a certificate from a licensed school
- o Submit proper forms
- o Show proper identification, including a social security card
- o Complete the Arizona Statement of Citizenship or Alien Status for State Public Benefits and provide required documentation

If considering admission to a different state's licensing examination, it is the student's responsibility to determine what that state's requirements are. Please be aware that Pure Aesthetics will only provide the necessary requirements and documentation for the state of Arizona. It is advisable to become licensed in the state of Arizona prior to becoming licensed in another state. Transcripts are available through Pure Aesthetics and/or the Arizona State Board of Cosmetology for a fee.

**Arizona Administrative Code R4-10-108 states, "The Board shall conduct all examinations in English and applicants shall submit answers in English." All training at Pure Aesthetics is conducted in English.*

***An applicant must pass both the written and practical Arizona State Board of Cosmetology prescribed examinations for licensure. Both exams are pass/fail.*

CONTINUING EDUCATION

All Pure Aesthetics students and graduates receive a discount on continuing education workshops held at the school. The skincare industry is constantly evolving; we strongly encourage aestheticians to continue their education after graduation and licensure. Please visit www.pureaesthetics.edu/workshops for a list of our upcoming workshops and costs.

HOUSING

Pure Aesthetics does not offer institutional housing. A list of available housing options can be provided on request.

SAFETY GUIDELINES

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries, or falls, students and staff are required to take preventative measures by:

- o Using equipment properly
- o Following manufacturer's directions when using chemicals and products
- o Immediately wiping up spills
- o Properly disposing of trash and other used materials
- o Assisting elderly and handicapped clients
- o Keeping work areas free from personal items and debris
- o Immediately reporting building and equipment safety hazards to a staff member

In the case of a fire, students and staff must:

- o Instruct all clients to evacuate the building
- o Aid clients who may need additional assistance
- o Walk to the far west end of the parking lot to avoid injury and allow room for emergency crews
- o Not re-enter the building until clearance has been given

CHEMICAL DEPENDENCY/SUBSTANCE ABUSE PREVENTION PROGRAM

The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness policy. Any student with a dependency problem is encouraged to seek help by confiding in a Pure Aesthetics staff member. We may refer you to a counseling program and provide a list of substance abuse hotline numbers, also posted in the break room. Pure Aesthetics strictly prohibits drug and/or alcohol use on school premises. If at any time a student is caught using, selling, or distributing mind-altering substances while on campus they may be terminated.

ADDITIONAL ASSISTANCE

At Pure Aesthetics we are passionate about our students and their success. Our administrative staff has an open door policy and encourages students to speak up should they need advice or support in reference to their education, are having a challenging personal problem or instructor issues. Please do not hesitate make an appointment with an administrative staff member so we may assist you or refer you to the appropriate resources.

SPECIAL NEEDS

If you require special assistance, please inform Pure Aesthetics administration prior to or at the time of enrollment. We will make any reasonable accommodations.

PLACEMENT ASSISTANCE

Pure Aesthetics wants all of our students to be successful in the workplace after graduation and offers lifetime placement assistance. We have a jobs committee comprised of several staff members who contact graduates with current and relevant job leads. This is one of several reasons graduates are encouraged to inform us of any changes to their contact information. Although Pure Aesthetics does not guarantee employment, we maintain relationships with many local salons, spas and resorts and are often contacted when positions become available. An employment leads binder is kept in the copy room and is regularly updated as prospective employers inform us of job openings. We encourage our students to use the employment leads binder as they approach graduation. In addition to the job leads binder, graduates are invited to join a private Facebook group where administrators and alum post new job leads as they become available. ONLY students who have met all graduation requirements are authorized to join this group.

COPYRIGHT INFRINGEMENT POLICY

It is the policy of Pure Aesthetics to respect the copyright rights of others. U.S. copyright law provides protection for “works of authorship” such as textual works (e.g. software, reports and periodicals), musical works, sound recordings (e.g. CDs, MP3 files), graphical works (e.g. schematics and maps), pictorial works (e.g. clip art, sketches, photographs or paintings), audiovisual works (e.g. videos and DVDs) and sculptural works. Subject to limited exceptions, the “exclusive rights” provided by U.S. copyright law with the respect to such works permit the owner to control the copying of them, the making of derivative work based thereon, the distribution of them, and even certain “public performances” of them.

Pure Aesthetics has adopted the following policy guidelines to help ensure compliance with copyright law:

- A. No reproduction of sound recordings, software, audiovisual works is permitted using Pure Aesthetics facilities, or for work on a Pure Aesthetics project, absent confirmation that (a) Pure Aesthetics is the copyright owner of the work or (b) Pure Aesthetics has sufficient license rights to permit the proposed activity, or (c) there is another reason why such copying would not infringe upon copyright rights. This policy normally precludes downloading copyrighted music, video, or any other type of file from the Internet from non-licensed sites or non-licensed file sharers, or the production of additional copies of office software beyond the scope of a software license.
- B. The unlicensed public performance of copyrighted materials (such as music) is normally subject to copyright restrictions, particularly where the music is used solely for entertainment, the size of the group hearing the music is large, and the site where the music is played is not a private home. Thus, any in-house broadcast of music, video, or audio/visual at Pure Aesthetics, or at any outside event sponsored by or affiliated with Pure Aesthetics, should be pre-approved by a member of management.
- C. The reproduction of copyrighted textual or pictorial materials by Pure Aesthetics personnel at Pure Aesthetics facilities, or for the benefit of Pure Aesthetics, is prohibited absent appropriate license rights or copyright exceptions. This applies regardless of whether the copying is by downloading something from the Internet, or whether it is by photocopying or other reproduction from hard copy, or whether it is distribution via the Internet.
- D. Whenever a copyrighted work is being used at Pure Aesthetics under a license, special care should be taken that the use conforms to the limitations of the license. This is particularly important in the case of software, clip art, and access to databases.